

**Memorandum of Understanding
between the
National Air Traffic Controllers Association
and the
Federal Aviation Administration**

This Agreement is made by and between the National Air Traffic Controllers Association ("NATCA") and the Federal Aviation Administration ("agency"), collectively known as the Parties. This Agreement represents the complete understanding of the Parties concerning the change of Government Charge Card Contractor and complements Article 89 of the Parties' collective bargaining agreement (CBA).

Section 1. Employees who travel on government business are responsible for promptly completing a travel voucher and submitting it with any necessary documentation.

Section 2. If the agency is responsible for an employee's inability to comply with the terms of the Citibank agreement, the agency will pay any cancellation, reinstatement and/or late fees charged to the employee's account.

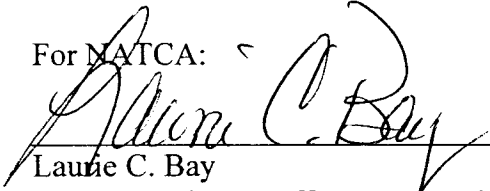
Section 3. If Citibank initiates suspension procedures due to an employee's failure to pay the undisputed principal amount, and if the agency is responsible for the employee's inability to pay the principal amount, it shall direct Citibank not to suspend the employee's card/account.

Section 4. The Parties' government charge card program is governed by the provisions of P.L. 105-264. Pursuant to the provisions of P.L. 105-264, if the agency fails to properly reimburse an employee who has submitted a proper voucher for allowable travel expenses in accordance with applicable travel regulations, within 30 days after submission of the voucher, the agency shall pay the employee a late payment fee as prescribed by the Administrator of the General Services Administration in the governing GSA regulations.

Section 5. Certain charges may be billed initially to the agency, and will appear on the employee's billing statement as a memorandum item only. Should such charges subsequently be properly billed to the employee's account, the employee will pay the charges in full.

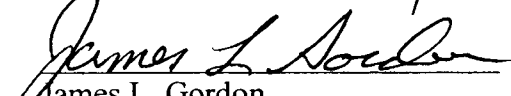
Section 6. Employees will be reimbursed for the transaction fee charged for any ATM cash advances received due to official travel and official travel-related expenses away from the employee's official station/duty station.

Section 7. Should there be a subsequent change in the Government Charge Card Program that affects a provision of this Agreement, the Agreement may be reopened by either Party in accordance with the terms of the CBA.

For NATCA: 

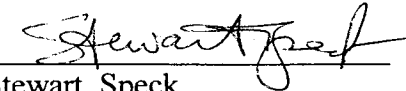
Laurie C. Bay

Labor Relations Staff Representative

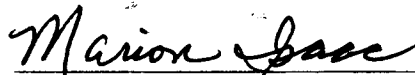

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Date: 2/3/99